Michigan Department of Treasury 3174 (Rev. 10-04) Issued under authority of P.A. 281 of 1967.

## 2004 MICHIGAN Direct Deposit of Refund

Attach to Form MI-1040CR-7. Type or print in blue or black ink.

Print numbers like this: 0/23456789 - NOT like this: 0147

#### Attachment Sequence No. 11

▶ 1. Filer's First Name		M.I.	Last Name		▶ 2	Filer's Socia	al Security No. (	Example: 123-45-6789)
						-	_	_
3. If a Joint Return, Spouse's First Name		M.I.	Last Name					
					<u>  4</u>	. Spouse's Sc	ocial Security N	o. (Example: 123-45-6789)
5. Name of Financial Institution						-	_	_
▶ 6. Routing Transit Number (RTN)				The first two numbers of the RTN must be 01 through 1 or 21 through 32.			▶ 8.	Type of Account:
▶ 7. Account Number								(2) Savings

#### Why Use Direct Deposit?

<u>Convenient</u>: Your refund is deposited directly into your account at the financial institution of your choice.

<u>Safe</u>: Direct Deposit eliminates lost or stolen refund checks.

**Reliable:** Direct Deposit is done electronically. Your refund is deposited timely, even if you are on vacation or traveling on business.

#### **General Instructions**

If you file an MI-1040CR-7 and are not receiving an energy draft, complete this form to have your check directly deposited into your bank account.

First check with your financial institution to (1) make sure it will accept direct deposit, (2) obtain the correct RTN and account number, and (3) if

applicable, verify that your financial institution will allow a joint refund to be deposited into an individual account.

You may also use Direct Deposit if you file an MI-1040, MI-1040CR or MI-1040CR-2. The request for Direct Deposit information is contained on these forms. A separate Direct Deposit of Refund, Form 3174, is not required.

#### You should NOT file this form if:

- You file an MI-1040CR-7 and an energy draft will be issued.
- You file electronically. Give your routing transit number (RTN) and bank account number to your tax preparer. This information will become part of the electronic file.
- You are a **personal representative** filing a return on behalf of a deceased taxpayer.
- You completed the Direct Deposit information on the MI-1040, MI-1040CR or MI-1040CR-2.

#### **Line-by-Line Instructions**

Lines not listed are self-explanatory.

**Line 5:** Enter the name of the financial institution where the direct deposit will be made.

Line 6: Enter the nine-digit routing number. The routing number is usually found between the symbols |: and |: on the bottom of your check (see check sample). The first two digits must be 01 through 12 or 21 through 32.

Line 7: Enter your bank account number up to 17 characters (both numbers and letters). The account number is usually found immediately to the right of the routing number on the bottom of your check (see check sample). Include hyphens but omit spaces and special symbols. Enter the number from left to right and leave unused boxes blank. Do not include the check number.

Richard and Cindy Jones
123 Main Street
Anytown, MI 49111

SAMPLE

SAMPLE

SAMPLE

Dollars

ANYTOWN BANK
Anytown, MI 49111

Routing Number
|: 270000065 |: 300000915 || 1800

The routing number and account number may appear in a different location on your check.

## What If There Is a Problem With My Direct Deposit Request?

If we are unable to honor your request for direct deposit, we will send you a check. Your request for direct deposit may be affected by any of the following:

- You or your spouse owe a debt to the State of Michigan or to a third party which the state is obligated to pay before it can refund money to you. This includes child support, garnishments and levies.
- You close your bank account after submitting your tax return and direct deposit request.
- The financial institution rejects the direct deposit because you entered an incorrect routing number or account number, or you did not check the correct box for line 8.
- You requested that your refund be deposited into a foreign bank or a foreign branch of a U.S. bank. The State of Michigan can only make direct deposits to accounts in U.S. financial institutions located in the United States.

**More Information on Direct Deposit.** Call the Michigan TeleHelp System at 1-800-827-4000, select menu option "4," then "192." You may also contact your financial institution to find out if your direct deposit has been made. Allow at least eight weeks for the processing of your refund before calling your financial institution.

## **Help With Your Taxes**

The Michigan Department of Treasury is committed to fair, consistent and courteous customer service. The following services are available 24 hours a day, 7 days a week.

NOTE: To get return information using the "Internet" and "Telephone" options below, you must have the primary filer's Social Security number and adjusted gross income or household income.



# Internet www.michigan.gov/iit

Access the Department of Treasury Web site to:

- Check the date Treasury is currently processing returns
- Check if your refund has been issued, and when, for the current year and three prior years\*
- Ask Treasury a question
- Request copies of returns filed



## Telephone 1-800-827-4000

Call the Computerized Return Information System (CRIS) to:

- Check the date Treasury is currently processing returns
- Check if your refund has been issued, and when, for the current year and three prior years\*
- Check estimated payments
- Order copies of current and prior year tax forms
- \* You can file a home heating credit for the current tax year only.

Visit our Web site at: www.michigan.gov/treasury